

Field Training Officer (FTO) Course
December 1-3, 2015
Sturgis, SD

Using the San Jose Model as its core, this course features the “best practice” legally defensible evaluation process that is being used in public safety agencies across the country and which has been adopted by CALEA accreditation standards. We will explain the benefits of using the Field Training and Evaluation Program during employee selection and your specific roles as a field training officer will be presented and discussed.

Trainee documentation and legally defensible standardized evaluation procedures will be instructed through discussion and practical exercises. You will learn about the FTO program’s structure and how to modify it specifically for your agency. Remedial training action plans will be developed to address your trainee’s performance weaknesses and the specific FTO program duties of your shift supervisor will be reviewed.

We will also provide you with the information you need to make valuable improvements to your agency’s existing program.

Topics include:

- Basic FTO program concepts and philosophies
- Your five roles as a field training officer
- Documenting your trainee during the shift
- Mandatory FTO program documents
- Supplemental FTO program forms
- Automating your FTO program
- The basic FTO program structure and how to make modifications
- Preparing your trainee for the FTO program
- Trainee responsibilities during the FTO program
- Handling calls with your trainee
- Adult learning, memory and how stress impacts your trainee’s performance
- How to create tests and quizzes for your trainee
- Things you must know about FTO program-related legal issues
- Concerns about your trainee’s driving
- Dealing with difficult trainees
- The recruit training checklist
- The daily observation report and rating scale application
- Ethical dilemmas facing all FTOs
- The “do and do not” aspects of narrative evaluations
- How to develop your remedial training action plans
- The proper use of the N.R.T. designation

This is a grant training funded by Law Enforcement Training and hosted by the Meade Co. Sheriff’s Office. For further information or to register for the course, contact Deputy Steve Reimer at (605)347-2681, or sreimer@meadecounty.org. Please submit the one-page advanced training application directly to Meade Co. Sheriff’s Office.